



Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
www.summitcounty.org

- CONDITIONAL USE PERMIT/MASTER PLANNED DEVELOPMENT**
- AMENDMENT TO CONDITIONAL USE PERMIT**
- Eastern Summit County

OFFICE USE ONLY

Project #: _____ Zoning: _____
Date Received: _____ Receipt #: _____
Received By: _____ Plan Check #: _____

PROJECT INFORMATION

Project Description/Type of Use: _____
Address: _____ Tax ID#: _____
Total Project Area: _____ Acres _____ Square Feet
Building Footprint Sq. Ft.: _____ Building Gross Sq. Ft.: _____
Number of Units: _____
Name of Development: _____

APPLICANT INFORMATION

Name: _____ Phone: _____
Address: _____
E-mail: _____
Applicant's Interest in Subject Property:
 Owner Contractor Architect Engineer Other: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone: _____
Address: _____
E-mail: _____

SUBMITTAL REQUIREMENTS – Certain submittal requirements may be waived by Staff depending on the circumstance of each application and whether or not certain items are necessary to understand the nature of the project.

- Site Design Narrative - written explanation of how the project addresses certain design questions. **(see attached pages)**
- Written description of the proposal (e.g. hours of operation, number of employees, plan for snow removal, etc.).
- 1 copy of a detailed site plan (11" x 17" minimum paper size, drawn to scale) which should include:
 - Scale and North Arrow.
 - Location and dimensions of all property lines.
 - Identification of existing easements.
 - Identification of existing roads and other public or private rights-of-way.
 - Identification of existing streams, lakes, ponds, or other water bodies.
 - Existing and proposed contours. For lots one acre or less in size, contours are required for the entire lot. For lots greater than one acre, contours are required 100' on each side of all proposed structures and other areas of disturbance proposed for the lot.
 - Identification of existing and proposed structures and their setbacks from all property lines.
 - Identification of proposed ingress and egress and parking locations, including a note indicating the proposed number of parking stalls and their size.
 - Identification of snow storage areas.
- 1 copy of detailed building plans (11" x 17" minimum paper size, drawn to scale) which should include:
 - The general arrangement of all buildings, including the overall dimensions and dimensions of significant wall offsets.
 - Building cross sections and building elevations, including existing and proposed grade lines, floor levels which include the top of wall/plate height and overall height and pitch of roof.
 - Detailed floor plans that identify the use of the building and spaces within.
 - Roof plan that identifies the proposed materials, mechanical equipment, and significant roof penetrations.
 - Identification of all exterior materials.
- 1 copy of a detailed landscape plan (11" x 17" minimum paper size, drawn to scale) for projects in the Snyderville Basin.
- 1 copy of a detailed lighting plan (11" x 17" minimum paper size, drawn to scale) for projects in the Snyderville Basin.
- 1 copy of a detailed sign plan (11" x 17" minimum paper size, drawn to scale).
- 1 electronic copy of the required materials in PDF format.
- ADDITIONAL INFORMATION MAY BE REQUIRED by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be available for public review.**

Applicant Initials _____

FEES

	Residential	Non-Residential	Residential Wind Turbine, Solar, or Recycling Facility	Non-Residential Wind Turbine, Solar, or Recycling Facility
Planning Fee	\$1,000	\$2,500	\$100	\$500
Engineering Fee	\$20	\$90 per acre of disturbed land (if the development area is less than one acre, the fee shall be \$90)	\$10	\$45 per acre of disturbed land (if the development area is less than one acre, the fee shall be \$45)
TOTAL AMOUNT DUE				

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2 per notice; 14 day publication of legal notice in local newspaper – cost of notice) will be billed to applicant. Notification fees must be paid within 15 days of billing.

Please note regarding fees: The payment of fees and/or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

OWNER'S ACKNOWLEDGEMENT

I hereby declare under penalty of perjury that this application form and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner's Signature: _____ Date: _____

Print Name: _____

STAFF NOTES: _____

Master Planned Development Site Design Narrative

1. Neighborhood Connectivity: How does the proposed development interconnect with the surrounding properties, neighborhood, and area? Including, but not limited to:
- Where will vehicles enter and exit the site?
 - Where will new streets be developed?
 - Is there a need for pedestrian and bicycle routes (including trails and sidewalks) through the project area? If so, how are such needs addressed?

2. Availability of Neighborhood Facilities and Services: Is the location of the proposed development within reasonable proximity (including walking and biking) to community facilities such as schools, retail centers, parks, etc.?

3. Meeting Housing Needs: How does the proposed development advance the community need for a mix of housing types and affordability?

4. Character: What are the architectural design character objectives of the proposed development? How do these design objectives address the local context, climate, and/or community needs?

5. Site Design: How is the proposed development designed to take advantage of the existing topography, landscape features, trees, wildlife corridors, existing structures, minimize site grading, etc.?

6. Complete Street Design: How is the proposed development street/circulation system designed to accommodate a variety of transportation modes (where appropriate), easy route finding, and safe speeds?

7. Parking Areas: How does the proposed development balance the need for parking with the need to design parking areas in a manner that minimizes visibility, site grading, and exterior lighting?

8. Public and Private Outdoor Spaces: What are the proposed development's need(s) for outdoor space, open space, habitat/wildlife areas, parks, or outdoor amenity areas? How does the proposed development address these needs?

9. External Storage: How does the proposed project address needs for garbage collection, equipment storage, etc.?
